

CHAPTER 9  
JAILER TRAINING

**501—9.1(80B) Jailer training.**

**9.1(1) Basic training.** All jail administrators shall meet the following requirements within six months of appointment. Jailers shall meet the following requirements within one year of employment:

*a.* First aid and cardiopulmonary resuscitation.

(1) The individual shall hold a Red Cross standard first-aid certificate or the equivalent or one of the following:

1. Certification of crash injury management from the Iowa department of public health; or
2. Certification of completion of an emergency medical technician program; or
3. Certification of completion of a first-aid training program appropriate to jail usage which was developed by a sheriff's department. First-aid training criteria shall include, at a minimum, the following topics:

Shock	Acute abdomen
Bleeding	Allergic reaction
Internal bleeding	Bites and stings
Burns	Convulsions/seizures
Chemical burns	Diabetic coma and
Chest injuries	insulin shock
Eye injuries	Heat stroke
Poisoning by mouth	Hypothermia
Head and face injuries	Fractures
Spine injuries	Drug overdose
Pain	Hanging
	Childbirth

All instructors providing this training shall be certified pursuant to subrule 9.2(2); or

4. Licensure to practice as a licensed practical nurse, registered nurse or medical practitioner in the state of Iowa.

(2) The individual shall be certified as having successfully completed the basic life support training conducted under the program of the American Heart Association or the American Red Cross.

(3) All certification or licensure required by this rule must thereafter be maintained current according to the standards of the certifying or licensing agency.

*b.* Either the successful completion of a 40-hour training program approved by the academy or the successful completion of a National Sheriffs' Association correspondence course shall be applicable to jailers and administrators employed in all jails as per subrule 9.2(1). Either course must be appropriately documented to reflect course content, length of session, and instructor(s). All instructors presenting classes either in the 40-hour or continuing education program shall be certified by academy personnel utilizing certification standards adopted by the academy. It shall be the responsibility of the training program director to make certain all instructors are certified and the training program is approved.

*c.* All staff providing medication shall be trained in accordance with the Iowa state sheriffs' and deputies' association medication training program or other program approved by the Iowa board of pharmacy examiners.

**9.1(2) Continuing education.** During each fiscal year of employment following completion of the required basic training as set forth in subrule 9.1(1), paragraphs "a" and "b," jailers and the administrator of a jail shall complete 20 hours of in-service training, not to include proficiency in first aid. The 20 hours may include 4 hours of CPR recertification and 2 hours of firearms qualification.

This rule is intended to implement Iowa Code section 80B.11.

**501—9.2(80B) Approved training program.**

**9.2(1) Classroom training programs.** Classroom training programs shall include the following topics which are to be completed within the first year of employment pursuant to 9.1(1)“b.” A training program of comparable course content completed in another state or prior to implementation of these rules may be certified as meeting this requirement.

1. Introduction to Iowa criminal procedure and criminal law as applicable to the jail setting including laws relating to the use of force.
2. Security procedures.
3. Supervision of inmates.
4. Report writing.
5. Inmate rules and regulations.
6. Grievance and disciplinary procedures.
7. Constitutional rights of inmates.
8. Emergency procedures, including methods of restraining violent persons.
9. Human relations and communication skills.
10. Recognizing symptoms of mental illness, retardation and suicidal tendencies.
11. Special needs of minorities, women and juveniles.
12. Problem solving and guidance.
13. Medical screening at intake.
14. Infectious diseases to include: AIDS, hepatitis, and other communicable diseases.

**9.2(2) Jailer training—certification of instructors.** All instructors used in jailer training programs will be designated as either general, professional, or recognized experts. Certification of training instructors (general and professional) will be issued by the academy. Application for certification of instructors (general and professional) shall be submitted to the academy on an application form obtained from the academy.

*a.* Instructor qualifications. Instructors shall be certified on the basis of minimum qualifications in the areas of education, training, experience, and background. The actual evaluation and recruitment of instructors (general and professional or guest) will remain the responsibility of the training program director who is ultimately responsible for the instruction provided.

*b.* Granting or revocation of instructor certification (general and professional). Initial instructor certification (general and professional) will be issued for a period of two years. At the end of a two-year period, certification may be renewed for a four-year period if the instructor has instructed in a jailer training program during the period of the certification and if renewal certification is recommended by the training program director under whose supervision the instructor has instructed. Subsequent four-year renewals may be obtained for instructors whose certification has not been revoked by the academy in writing. Written recommendation for revocation may be received from those agencies or persons involved in overseeing or administering jailer training programs. Appeals of revocation are based on Iowa Code chapter 17A.

*c.* Waiver of application requirements for a recognized expert. The requirement for the submission of a formal application for instructional certification for instructors in a jailer training program may be waived by the academy in instances involving individuals with exceptional, appropriate, and specialized background experience and education. Final decision regarding the applicability of this provision and whether an individual qualifies as a recognized expert rests with the academy.

*d.* Responsibility for ensuring instructional excellence. It is the continuing responsibility of the training program director to ensure that instructors are assigned only topics they are qualified to teach and are supervised on a regular basis to ensure that instructional excellence is maintained.

*e.* Endorsement of application for instructor certification. Applications for instructor (general) certification will be endorsed by the training program director and, where applicable, by the applicant's department head.

**9.2(3)** *Minimum qualifications for certification of general jailer instructors.* The following are minimum qualifications for certification of general instructors in jailer training programs:

*a. Experience.* A minimum of two years' experience as a jailer or jail administrator is required by personnel instructing general jail operations subjects. This requirement may be modified by the training program director, with academy approval, in exceptional cases reflecting outstanding education or experience.

*b. Education.* A minimum of high school graduation with a diploma or an equivalency certificate.

**9.2(4)** *Minimum qualifications for certification of professional jailer instructors.* The following are minimum qualifications for certification of professional instructors in jailer training programs:

*a. Experience.* At least three years of experience in the subject area to be instructed.

*b. Education.* At least a baccalaureate degree in the subject area of a related field or any equivalent combination of training and experience that will provide the required knowledge, skills, and abilities.

*c. Background.* An instructor (professional) must be recommended by the training program director.

### **501—9.3(80B) Training for holding facility personnel.**

**9.3(1)** *Basic training.* All appointed facility administrators and designees shall meet the following requirements within one year of employment:

*a. First aid and cardiopulmonary resuscitation.*

(1) The individual shall hold a Red Cross standard first aid certificate or the equivalent or one of the following:

1. Certification of crash injury management certificate from the Iowa department of public health; or

2. Certification of completion of an emergency medical technician program; or

3. Licensure to practice as a licensed practical nurse, registered nurse or medical practitioner in the state of Iowa.

(2) The individual shall be certified as having successfully completed the basic life support training conducted under the program of the American Heart Association or the American Red Cross.

(3) All certification or licensure required by this rule must thereafter be maintained current according to the standards of the certifying or licensing agency.

*b. Facility administrators and supervisors employed in holding facilities shall receive ten hours of training within the first year of employment. This training shall include the following or comparable course content:*

(1) Introduction to Iowa criminal procedure and criminal law as applicable to the temporary holding facility setting including laws relating to the use of force.

(2) Security procedures, to include procedures regarding the proper methods of transporting detainees.

(3) Supervision of detainees, to include instruction on the basic civil rights of a detainee which would be applicable to a temporary holding facility.

(4) Recognizing symptoms of mental illness, retardation or substance abuse.

(5) Specific instruction in the prevention of jail suicides.

**9.3(2)** *Continuing education.* Administrators and supervisors of holding facilities shall complete five hours of in-service training, not to include hours spent in maintaining required certification or proficiency in first aid, life support, and handling of firearms.

### **501—9.4(80B) Approved training program.**

**9.4(1)** All employees shall receive an appropriate period of orientation prior to shift assignments.

**9.4(2)** Practice in the execution of a policy or procedure shall be conducted when feasible.

These rules are intended to implement Iowa Code section 80B.11.

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